

INTERNSHIP

Curriculum Content Frameworks

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Curriculum Content Framework

INTERNSHIP

Grade Levels: 11, 12
Course Code: 493860

Prerequisites: None

Course Description: Internship is a capstone course for all students in programs of study leading to a career goal. Internships rely on well-defined partnerships between high schools, business communities, and post-secondary institutions and apprenticeship programs. The purpose of the program is to help students successfully transition from a high school environment to the environment of their chosen career field. Individualized and “real world” experiences that are competency based lie at the heart of every quality internship program.

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Unit 1: Introduction to the Internship Program

3 Hours

Terminology: career pathway, competency, compliance, contract, Environmental Protection Agency (EPA), ergonomics, intern, internship, hazardous, Occupational Safety and Health Administration (OSHA), performance evaluation, physical limitations, portfolio, reference, student youth organization, training agreement, training station

CAREER AND TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC AND WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
1.1 Define terms related to the Internship program	1.1.1 Match terms to correct definitions	Foundation	Reading	Applies/Understands technical words that pertain to subject [1.3.6]
			Writing	Uses words appropriately [1.6.21]
1.2 Discuss rules and regulations for the Internship program	1.2.1 Explain the consequences of non-compliance with rules and regulations of the program	Thinking	Reasoning	Comprehends ideas and concepts related to rules and regulations of the program [4.5.2]
	1.2.2 Comply with rules and regulations of the program	Personal Management	Responsibility	Accepts responsibility for position [3.4.1]
1.3 Explain the components of the Internship contract	1.3.1 Explain the consequences of not fulfilling one's obligations to contract terms	Thinking	Reasoning	Comprehends ideas and concepts related to fulfilling one's obligations to contract terms [4.5.2]

CAREER AND TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC AND WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
1.4 Identify forms used in the Internship program	1.4.1 Use appropriate technology to accurately complete forms used in the Internship program	Foundation	Arithmetic/ Mathematics	Performs basic computations [1.1.31]
			Reading	Determines what information is needed [1.3.10]
			Writing	Uses appropriate materials and techniques as specified [1.3.20]
				Writes appropriate entries [1.6.22] Writes/Prints legibly [1.6.24]
1.5 State the objectives of a career portfolio	1.5.1 Describe the purpose and benefits of developing a career portfolio	Foundation	Writing	Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]
	1.5.2 Create a career portfolio including: résumé , cover letter, writing samples, performance evaluation, competency checklist, educational plan, etc.	Thinking	Creative Thinking	Combines ideas or information in a new way [4.1.2]
1.6 Discuss practices and policies that promote health and safety in the training station	1.6.1 Identify practices and policies that promote health and safety in the training station	Foundation	Reading	Analyzes and applies what has been read to specific task [1.3.2]
			Science	Follows safety guidelines [1.4.15]
	1.6.2 Describe appropriate responses to emergency situations	Foundation	Writing	Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]

Unit 2: Succeeding on the Job

6 Hours

Terminology: adaptability, appearance, commitment, confidentiality, cooperation, dependability, honesty, initiative, loyalty, performance, perseverance, policy, positive work attitude, procedure, punctuality

CAREER AND TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC AND WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
2.1 Define terms related to succeeding on the job	2.1.1 Match terms with correct definitions	Foundation	Reading	Applies/Understands technical words that pertain to subject [1.3.6]
			Writing	Uses words appropriately [1.6.21]
2.2 Discuss employer expectations	2.2.1 Develop a list of employer expectations from personal training station	Thinking	Creative Thinking	Prepares presentation based on subject research, interviews, surveys [4.1.10]
	2.2.2 Write a narrative describing benefits to employers and employees when employer expectations are met	Thinking	Reasoning	Determines which conclusions are correct when given a set of facts and a set of conclusions [4.5.3]
	2.2.3 Meet employer expectations	Personal Management	Responsibility	Exerts a high level of effort and perseverance toward goal attainment [3.4.4]

CAREER AND TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC AND WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
2.3 Identify rules and regulations at the training station	2.3.1 Develop a list of rules and regulations from personal training station	Foundation	Writing	Organizes information into an appropriate format [1.6.10]
	2.3.2 Discuss the benefits of complying with rules and regulations at the training station	Interpersonal	Leadership Teamwork	Comprehends ideas and concepts related to rules and regulations at the training station [2.4.2] Recognizes effects of positive/negative attitudes on co-workers [2.6.4]
	2.3.3 Write a narrative describing benefits to the worker and benefits to the training station when rules and regulations are observed	Thinking	Reasoning	Determines which conclusions are correct when given a set of facts and a set of conclusions [4.5.3]
	2.3.4 Follow rules and regulations at personal training station	Personal Management	Integrity/Honesty/ Work Ethic	Follows established rules, regulations, and policies [3.2.5]
2.4 Identify appropriate appearance	2.4.1 Analyze employee's compliance with the company's dress and appearance standards	Thinking	Reasoning	Uses logic to draw conclusions from available information [4.5.6]
	2.4.2 Dress appropriately at the training station	Personal Management	Self-Esteem	Creates self-confidence and positive self-image through proper grooming [3.5.3]

CAREER AND TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC AND WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
2.5 Discuss desirable personal qualities of an effective employee	2.5.1 View, analyze, discuss, and write a critique of situations regarding effective employee traits	Thinking	Seeing Things in the Mind's Eye	Uses senses to perceive effective employee traits [4.6.5]
	2.5.2 Compare and contrast appropriate and inappropriate work attitudes	Thinking	Reasoning	Sees relationship between two or more ideas, objects, or situations [4.5.5]
	2.5.3 Demonstrate admirable employee traits	Personal Management	Integrity/Honesty/ Work Ethic Responsibility	Follows established rules, regulations, and policies [3.2.5] Sets high standards for self in completion of a task [3.4.9]

Unit 3: Interpersonal Skills

9 Hours

Terminology: communication, coping, emotions, health/fitness, integrity, maturity, moral, negotiate, organizational skills, problem solving, respect, self-discipline, self-esteem, sociability, stress, teamwork, workplace politics

CAREER AND TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC AND WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
3.1 Define terms related to interpersonal skills	3.1.1 Match terms with correct definitions	Foundation	Reading	Applies/Understands technical words that pertain to subject [1.3.6]
			Writing	Uses words appropriately [1.6.21]

CAREER AND TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC AND WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
3.2 Identify interpersonal skills needed at the training station	3.2.1 Brainstorm a list of interpersonal skills needed at the training station	Foundation	Speaking	Communicates a thought, idea, or fact in spoken form [1.5.5]
	3.2.2 Discuss appropriate response to praise and criticism	Foundation	Speaking	Responds to listener feedback [1.5.10]
		Interpersonal	Customer Service	Handles criticism, disagreement, or disappointment during a conversation [2.3.5]
	3.2.3 Analyze and describe appropriate responses to anger	Interpersonal	Cultural Diversity	Recognizes differences among team members [2.2.3]
			Leadership	Comprehends ideas and concepts related to responses to anger at the training station [2.4.2]
			Negotiation	Works to resolve conflict between two or more individuals [2.5.3]
	3.2.4 Demonstrate appropriate interpersonal skills at the training station	Interpersonal	Cultural Diversity	Works effectively with men and women from diverse backgrounds – ethnic, social, educational, etc. [2.2.5]
			Customer Service	Applies human relations skills in real-life situations [2.3.1]
			Leadership	Comprehends ideas and concepts related to interpersonal skills at the training station [2.4.2]

CAREER AND TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC AND WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
3.3 Discuss the importance of self-management to success at the training station	3.3.1 Compose an individualized definition of self-management	Personal Management	Career Awareness	Analyzes own knowledge, skills, and ability [3.1.2]
			Organizational Effectiveness	Presents personal skills as benefits for company objective [3.3.7]
	3.3.2 Brainstorm examples of self-management	Foundation	Speaking	Communicates a thought, idea, or fact in spoken form [1.5.5]
		Personal Management	Responsibility	Comprehends ideas and concepts related to self-management [3.4.2]
	3.3.3 Demonstrate qualities of self-management	Personal Management	Responsibility	Sets high standards for self in completion of a task [3.4.9]
3.4 Discuss all forms of discrimination at the training station	3.4.1 Identify examples of sexual, racial, age and religious discrimination along with discrimination against handicapped individuals and discuss response(s) and process(s) for solution(s)	Interpersonal	Cultural Diversity	Works effectively with men and women from diverse backgrounds – ethnic, social, educational, etc. [2.2.5]
		Personal Management	Integrity/Honesty/Work Ethnic	Follows established rules, regulations, and policies [3.2.5]

CAREER AND TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC AND WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
3.5 Discuss the process of conflict resolution	3.5.1 Identify the conflict(s) and possible solution(s) to a problem scenario	Foundation	Speaking	Participates in conversation, discussion, and group presentations [1.5.8]
			Writing	Presents own opinion in written form in a clear, concise manner [1.6.14]
			Problem Solving	Draws conclusions from what is read and gives possible solutions [4.4.4]
3.6 Describe the value of diversity at the training station	3.6.1 Identify an example of diversity at the training station and explain how it benefits the employee and employer	Interpersonal	Cultural Diversity	Recognizes differences among team members [2.2.3]
			Teamwork	Works effectively with others to reach a common goal [2.6.6]
3.7 Discuss characteristics of an effective team and effective team member	3.7.1 Demonstrate effective skills as a team member	Interpersonal	Teamwork	Works effectively with others to reach a common goal [2.6.6]

Unit 4: Managing Resources

9 Hours

Terminology: ATM card, bonus, budget, checking account, commission, corporation, credit, debit, debit/credit card, decision making, e-mail, expense, fiscal year, fixed resources, free enterprise, fringe benefits, gross income, insurance, limited resources, long-range goal, materials, net income, online banking, overhead, partnership, piecework, retirement, revenue, salary, short-range goal, shrinkage, sick leave, Social Security, supply/demand, tax return, technology, tip, unemployment insurance, vacation accrual, wage, withholding

CAREER AND TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC AND WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
4.1 Define terms related to managing resources	4.1.1 Match terms with correct definitions	Foundation	Reading Writing	Applies/Understands technical words that pertain to subject [1.3.6] Uses graphs/charts/tables to obtain factual information [1.6.21]
4.2 Discuss importance of time-management to success at the training station	4.2.1 Analyze a specified period as to effective and ineffective time allocation	Foundation Thinking	Listening Speaking Decision Making	Comprehends ideas and concepts related to effective and ineffective time allocation [1.2.1] Communicates a thought, idea, or fact in spoken form [1.5.5] Evaluates information/data to make best decision [4.2.5]
	4.2.2 Demonstrate the ability to manage time in class and at the training station	Personal Management	Responsibility	Is punctual to class, school meetings, and work [3.4.6]

CAREER AND TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC AND WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
4.3 Discuss importance of financial management to success at the training station	4.3.1 Compare and discuss withholding from paychecks	Foundation	Arithmetic/ Mathematics	Applies addition, subtraction, and division to real-world situations [1.1.1]
			Listening	Comprehends ideas and concepts related to withholdings from a paycheck [1.2.1]
			Speaking	Communicates a thought, idea, or fact in spoken form [1.5.5]
	4.3.2 Develop a budget based on current income/expenses	Personal Management	Career Awareness, Development and Mobility	Establishes and implements a plan of action [3.1.5]
	4.3.3 Reconcile a checking account	Foundation	Arithmetic/ Mathematics	Uses basic numerical concepts in practical situations [1.1.32]
	4.3.4 Prepare an Income Tax Return	Foundation	Arithmetic/ Mathematics	Uses basic numerical concepts in practical situations [1.1.32]
	4.3.5 Identify types of insurance	Foundation	Reading	Identifies relevant details, facts and specifications [1.3.16]
	4.3.6 Describe how a credit history is developed and how this history can affect future personal and career success	Foundation	Speaking	Communicates a thought, idea, or fact in spoken form [1.5.5]
			Writing	Applies/Uses technical words and concepts [1.6.4]
		Thinking	Decision Making	Evaluates information/data to make best decision [4.2.5]

Unit 5: Planning for your Career/Education Future

9 Hours

Terminology: advancement, application, apprenticeship, aptitude, career, career ladder, cover letter, entrepreneur, entry-level job, follow-up letter, interview, job, job lead, job search, lifestyle, networking, O*Net, OOH, post-secondary, promotion, résumé, transition

CAREER AND TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC AND WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
5.1 Define terms related to planning for your future	5.1.1 Match terms with correct definitions	Foundation	Reading	Applies/Understands technical words that pertain to subject [1.3.6]
			Writing	Uses words appropriately [1.6.21]
5.2 Discuss the component(s) of a career/educational plan	5.2.1 Revise and update personal career/educational plan to include information up to four years past high school graduation	Personal Management Thinking	Self-Esteem	Develops/initiates a plan for self-improvement [3.5.4]
			Creative Thinking	Reshapes goals in ways that reveal new possibilities [4.1.9]
			Decision Making	Demonstrates decision-making skills [4.2.4]
			Problem Solving	Devises and implements a plan of action to resolve problem [4.4.3]
	5.2.2 Update personal résumé	Personal Management	Self-Esteem	Develops self-confidence by creating a résumé which promotes personal strengths/abilities [3.5.5]

CAREER AND TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC AND WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
5.3 Discuss employability skills	5.3.1 Use technology to locate job leads for an appropriate career pathway	Thinking	Decision Making	Evaluates information/data to make best decision [4.2.5]
	5.3.2 Complete an online job application	Personal Management	Career Awareness, Development, and Mobility	Develops skills to locate, evaluate, and interpret career information [3.1.4]
	5.3.3 Develop job-interviewing skills	Personal Management	Self-Esteem	Presents positive image of personal attitudes and abilities [3.5.7] Presents positive personal references of education and work experience [3.5.8]
	5.3.4 Submit a plan for terminating employment	Foundation Personal Management	Writing Integrity/Honesty/Work Ethic	Uses language, style, organization, and format appropriate to subject matter, purpose, and audience [1.6.19] Chooses ethical course of action [3.2.1]
	5.3.5 Successfully terminate from training station	Personal Management	Integrity/Honesty/Work Ethic	Chooses ethical course of action [3.2.1] Follows established rules, regulations, and policies [3.2.5]

Glossary

Unit 1: Introduction to the Internship Program

1. Career pathway – a group of occupations with common knowledge and skills
2. Competency – the knowledge and skills that are required to perform a certain job
3. Compliance – the act or process of complying with a desire, demand or proposal
4. Contract – a legally binding agreement between two or more people
5. Environmental Protection Agency (EPA) – a government agency that works to eliminate environmental hazards, such as air and water pollution
6. Ergonomics – the applied science that attempts to design work areas that are safe, comfortable, and efficient
7. Hazardous – pertaining to any activity that involves risk or danger
8. Intern – an advanced student gaining supervised practical work experience
9. Internship – a program provided by the local school whereby the student may gain supervised work experience in the student's career pathway
10. Occupational Safety and Health Administration (OSHA) – the branch of the Department of Labor that sets job safety standards and inspects job sites
11. Performance evaluation – the process of rating how well an employee is doing on the job
12. Physical limitations – bodily restrictions that prevent a person from performing certain work activities
13. Portfolio – a collection of student work samples
14. Reference – a person who knows the job applicant well and who can discuss the applicant's personal and job qualifications with the employer (a person to whom another may refer for recommendations when seeking employment)
15. Student Youth Organization – the organization that relates to student career majors and provides leadership training

16. Training agreement – a document that outlines the purpose of a work-based learning program and defines the responsibilities of the student, the parent(s) or guardian(s), the coordinator, and the employer
17. Training station – the job site where a student is assigned or employed to learn through work experience

Unit 2: Succeeding on the Job

1. Adaptability – the ability to change or adjust in order to complete a task
2. Appearance – the outward look of a person, especially involving the aspect of personal hygiene and grooming
3. Commitment – an agreement or pledge to do something
4. Confidentiality – the act or process of keeping restricted information private
5. Cooperation – willingness to work well with everyone on the job to reach a common goal
6. Dependability – the quality of being reliable or trustworthy; of doing what one says s/he will do
7. Honesty – the quality or condition of refraining from lying, stealing, or misleading another in any way
8. Initiative – the power, ability, or instinct to begin or to follow through with a plan or a task
9. Loyalty – faithfulness; believing in and being devoted to something
10. Performance – the ability to accomplish or carry out a task
11. Perseverance – the quality of finishing what one starts
12. Policy – a course of action selected in light of given conditions to guide and determine decisions
13. Positive work attitude – an outlook that sees work as exciting, worthwhile, and enjoyable
14. Procedure – a particular, often prescribed manner or method of proceeding in a process or a course of action
15. Punctuality – being on time, arriving at meetings promptly, and meeting deadlines

Unit 3: Interpersonal Skills

1. Communication – an exchange of information, ideas, or feelings
2. Coping – dealing with problems or troubles, somewhat successfully
3. Emotions – strong feelings
4. Health/fitness – well being; condition of being sound in mind, body, and spirit; state of the body being ready and prepared, free of disease
5. Integrity – the quality of having and adhering to high moral principals or professional standards
6. Maturity – the ability to face reality and deal with situations in a positive, productive manner
7. Moral – relating to issues of right and wrong and generally accepted standards of behavior
8. Negotiate – to attempt to resolve differences in order to reach agreements
9. Organizational skills – the abilities that improve the probability of achieving personal, social, academic and career needs
10. Problem solving – a technique involving the use of thinking skills to suggest or choose solutions to problems or situations
11. Respect – to show polite consideration for
12. Self-discipline – controlling one's desires, actions, and habits
13. Self-esteem – one's perception of her/his merit as an individual
14. Sociability – the disposition of being friendly and pleasant
15. Stress – mental or physical tension or strain
16. Teamwork – a cooperative effort by a group or team working toward a common goal
17. Workplace politics – the organizational culture of a work environment; internal competition that can be either detrimental or healthy to productivity

Unit 4: Managing Resources

1. ATM card – a plastic card used in an electronic terminal (automated teller machine) for electronic banking transactions such as withdrawing cash, making deposits, or transferring funds to another account
2. Bonus – extra payment given in addition to what is usual or due
3. Budget – the plan you use to manage your money; a plan that outlines income and expenses
4. Checking account – a banking service that provides a safe and convenient way to conduct financial transactions
5. Commission – an amount paid to a salesperson, usually based on a percentage of the total sales
6. Corporation – a business owned by people known as stockholders who buy part, or shares, of the company
7. Credit – (1) a financial contract that allows consumers to buy goods and services now and pay for them later; (2) in accounting, an entry made to increase an account balance, as with a deposit
8. Debit – an entry that decreases an account balance
9. Debit/Credit card – a plastic card used in electronic banking. (1) A debit card immediately transfers funds for a purchase from a bank account; (2) a credit card allows the consumer to receive money, goods, or services in exchange for a promise to pay at a later date.
10. Decision making – the process of choosing between two or more alternatives or options; a logical series of steps can be used to identify and evaluate possibilities and arrive at a workable choice
11. E-mail – electronic mail; messages sent from computer to computer
12. Expense – money that must be paid for goods or services
13. Fiscal year – any accounting period of twelve months' duration; frequently coincides with the calendar year
14. Fixed resources – time, money, material, information, facilities, and people needed to perform a job that do not vary from one expense period to the next
15. Free enterprise – a type of economic system in which individuals or individual businesses buy and sell and set prices with little intervention by the government

16. Fringe benefits – any financial extras in addition to the regular paycheck, such as medical and life insurance coverage, paid vacations, bonuses, and retirement plans
17. Gross income – the total amount of money earned for a pay period before any taxes and deductions are subtracted from the paycheck
18. Insurance – a financial precaution against injury, loss, or damage; insured pay a relatively small amount of money at regular intervals to guarantee that a claimant will receive compensation should an injury or loss occur
19. Limited resources – restricted time, money, material, information, facilities, and people needed to perform a task
20. Long-range goal – the desired outcome of one's actions and efforts; long-range goals are usually five or more years in the future
21. Materials – elements or substances necessary for doing or making something
22. Net income – gross pay minus taxes and other deductions
23. Online banking – banking transactions performed while logged onto the Internet
24. Overhead – operating costs not directly related to producing a product (e.g. rent on building, utilities)
25. Partnership – a form of business organization in which two or more people co-own a business
26. Piecework – a form of income in which an employee is paid a fixed amount of money for each completed task or item produced
27. Retirement – a financial arrangement that provides for a predetermined amount to be paid to a person withdrawing from an occupation
28. Revenue – income from sales
29. Salary – a set amount of money paid to an employee for a certain period of time
30. Short-range goal – the desired outcome of one's action and efforts; short-range goals are usually now and in the next six months; medium-range are usually six months up to five years in the future
31. Shrinkage – refers to a decrease in value; depreciation
32. Sick leave – benefit which provides pay for absence from one's duties for the reason of personal illness
33. Social Security – a federal program for providing income when a worker's earnings are reduced or stopped because of retirement, disability, or death

- 34. Supply/demand – the amount of goods and services available for sale (when the supply is plentiful, the price generally decreases)/the willingness of consumers to buy goods and services (when demand increases, the price generally goes up)
- 35. Tax return – the form on which a taxpayer has entered information about income and tax liability
- 36. Technology – the application of scientific knowledge to practical uses
- 37. Tip – money given by customers to service-related workers in return for service
- 38. Unemployment insurance – insurance that provides benefits to workers who have involuntarily lost their jobs
- 39. Vacation accrual – time off with pay earned according to employee's date of hire; may increase or accumulate over time
- 40. Wage – a set amount that an employee receives for hourly work
- 41. Withholding – earnings that are deducted from employees' paychecks for federal income taxes, federal Social Security taxes, and state and local income taxes in some states and localities

Unit 5: Planning for Your Career/Education Future

1. Advancement – promotion or improvement in a job or career
2. Application – a document that employers use to screen applicants
3. Apprenticeship – a student or worker who learns a specialized trade or craft through hands-on experience under the guidance of a skilled worker
4. Aptitude – one's potential for learning a certain skill
5. Career – a series of related jobs built on a foundation of interest, knowledge, training, and experience
6. Career ladder – a group of related occupations that have different levels of skill requirements that can be arranged in a ladder-type fashion
7. Cover letter – a letter of introduction often accompanying a résumé
8. Entrepreneur – one who owns his or her own business; a self-employed person
9. Entry-level job – a beginning job that does not require any previous job knowledge or experience
10. Follow-up letter – a letter of thanks sent to an interviewer following a job interview
11. Interview – a formal meeting in which a job seeker and an employer meet face-to-face to discuss possible employment
12. Job – work that a person does for pay
13. Job lead – information about a job opening
14. Job search – the process of seeking employment
15. Lifestyle – the way a person uses his or her time, energy, and resources
16. Networking – communicating with people one knows or can get to know to share information and advice
17. O*Net – “The Occupational Information Network”; an online resource produced by the government that provides occupational information
18. OOH – “Occupational Outlook Handbook,” a printed and online resource produced by the government that provides occupational information describing the most common occupations in the United States

19. Post-secondary – refers to types of occupational or educational training available to an individual after high school
20. Promotion – job advancement to a position of greater responsibility and authority
21. Résumé – a brief summary of a job seeker's personal information, education, skills, work experience, activities, and interests
22. Transition – passage from one place, state, or topic to another